

SOLON CIVIL SERVICE COMMISSION
November 12, 2013 – 7:05 P.M.

PRESENT: Commission Members Caplan, Doberstyn and Huml, Human Resources Director Cornhoff and Secretary Perry

APPROVAL OF MINUTES AND PAYROLL

Mr. Huml moved to approve the minutes of October 29, 2013 as presented by Secretary Perry. Mrs. Caplan seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

Mr. Doberstyn moved to approve the payroll of November 1, 2013. Mr. Huml seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml
 Nay: None The Motion Carried

REVIEW OF PAYROLL CHANGE/RATE SHEETS

The Commission reviewed and signed the available Payroll Change/Rate Sheets. No action was taken by the Commission.

CORRESPONDENCE

Written reprimand dated November 5, 2013 from Chief Building Officer Charlie Boshane to Kim Eck. No action was taken by the Commission.

Memo dated November 6, 2013 and attachments from Director Solanics to Jim Stefancin regarding unacceptable behavior. No action was taken by the Commission.

RULES AND REGULATIONS REVIEW

Director Cornhoff reported the vendor has promised a first draft by the next meeting. In addition, the Finance Department is asking for a contract from Clemans, Nelson & Associates, Inc. indicating the bill will not exceed the agreed upon \$5,000. Mr. Huml asked that the scope requested by the Commission, as well as the statement agreeing to the \$5,000 limitation, be included in the contract.

HUMAN RESOURCES

Director Cornhoff reported the organizational chart has been adjusted to reflect only positions; the employee names have been removed. Hard copies of the report in its final format will be presented to the Commission prior to the next meeting.

POLICE DEPARTMENT

With regards to the error made on the Lieutenant's examination, Director Cornhoff spoke with the vendor and they reached an agreement to settle the bill for half off. The Commission felt this was acceptable and no further action was taken. The Lieutenants list for the Police Department will be certified at the next meeting once the review period expires.

ADJOURNMENT

Mr. Huml moved to adjourn the meeting at 7:37 p.m. Mr. Doberstyn seconded the motion.

Roll Call: Aye: Caplan, Doberstyn, Huml; Motion Carried
